

From: Bushong, Linda (MDE) **On Behalf Of** Leikert, Howard (MDE)
Sent: Thursday, August 20, 2015 4:29 PM
To: MDE-SchoolNutrition <MDE-SchoolNutrition@michigan.gov>
Subject: Howard's News from MDE 082015

Countdown to the start of the school year. Lots of info in this issue. Enjoy (!?):

- 1) MEGS+ CNP: School Nutrition Programs 2016 Application is now available - The MEGS+ website for completing the School Nutrition Programs 2016 renewal/ application is now open and accessible at [MEGS+](#)ⁱ. For participating SFAs, the 2016 renewal application must be completed online by September 11, 2015.
- 2) Afterschool Snack Program - The Afterschool Snack Program is an optional program for schools and RCCIs that allows school food authorities (SFAs) to provide nutritious free or low-cost snacks to students. Districts are reimbursed for these meals through the MiND payment system. If a school is within the attendance area of a school with at least 50% free or reduced status, it likely can provide these snacks at no charge to students. Participation in the program requires: a request to participate in and approval via the MEGS+ application for School Nutrition Programs, following a simple meal pattern, a supervised enrichment activity, maintaining basic documentation, and SFA monitoring of the program at least twice a year.

For more information and resources, please visit the [Michigan SNP Afterschool Snack Page](#).ⁱⁱ For Q&A related to RCCIs utilizing this program, please review our [RCCI Q&A](#).ⁱⁱⁱ

If you have questions about incorporating the program in your district, contact your SNP analyst or the SNP office at mde-schoolnutrition@michigan.gov or 517-373-3347.

- 3) Non-Public Schools and Residential Child Care Institutions (RCCIs) Administrators - The School Lunch Year End Report (SLYER) for School Year 2014-2015 will be available on September 8, 2015 and due by October 9, 2015. Failure to comply with the Michigan Department of Education's reporting requirements will result in the department withholding 100% of the next scheduled monthly claim reimbursement until the reporting has been completed. If you are no longer responsible for submitting this report, please forward this message to the appropriate staff person(s).

The SLYER can be accessed via [Michigan Education Information System \(MEIS\)](#).^{iv} While on that web page, scroll down to the Section labeled "Child Nutrition Programs (CNP)," click on "MiND Michigan Nutrition Data System" which is located under the "Claim and Payment Systems." After logging in on the MiND Home Page, scroll down and click on "School Lunch Year End Report (SLYER)." The financial information collected on this report will be used to verify that the school is maintaining a non-profit food service fund. If the institution has an ending fund balance greater than the average of three months' of expenditures, the institution will be required to develop a spending plan

for reducing the balance of the non-profit food service fund to an acceptable level during the following School Year 2015-2016. The Non-Public School's spend down plan must be approved by the Michigan Department of Education. For MEIS security access or questions, please contact Ruby Zavala at 517-373-0420. For questions regarding the SLYER, please contact Peggy Fletcher at 517-335-6617.

- 4) Jamba Juice: "It's All About the Fruits and Veggies" Garden Grant - Grant applications are due on October 2 for \$500 in gardening supplies to start up their school garden, visit [Kids Gardening](#)^v.
- 5) Administrative Review Training Coordinator: This year, as part of Administrative Review Training, Tom Priest will be sharing a School Meals Monthly Training Calendar that provides guidance for addressing potential areas for Administrative Review findings. Following the calendar and verifying compliance or taking action to meet compliance will greatly reduce the potential for findings and corrective action during an Administrative Review. Whether your Administrative Review is this year or a year or two down the road, everyone is invited to follow the calendar, take actions as needed, and eliminate areas of non-compliance throughout the year. Please see the attached document for the August topics for review.
- 6) Smart Snacks Q&A - We have released an updated [SMART Snacks Q&A](#)^{vi} document with new information highlighted in yellow. Financial management, fundraiser exemptions and RCCI seconds are addressed in this new version.
- 7) MEGS+ Review Comments User's Guide – The Michigan Department of Education has implemented a new Review Comments feature in MEGS+. The Review Comments feature replaces the General Comments and Notes features in all applications for fiscal year 2016 and later. The General Comments and Notes will remain as is in all previous applications. Attached is the User's Guide with the new features.
- 8) Civil Rights – Attached are various documents to help you complete civil rights training for your school food program as required in the new Administrative Review. The documents even contain a PowerPoint that can be used to train your staff.
- 9) Tuesday at 2:00 - Our next Tuesday at 2 Conference Call is scheduled for September 1, 2015, at 2:00 p.m. Eastern Standard Time. The topic will be Back to School Best Practices, Part 2 and will last approximately 30-45 minutes. We will cover information on back to school best practices. Registration will close August 31, 2015. With your registration you will be sent the call in telephone number and access code.
- 10) Apple Crunch - Did you Crunch last year? Do you want to Crunch this year? This is a simple way to feature your farm to school work in a loud way. At NOON on Thursday, October 22 we'll all Crunch into a healthy, delicious local or regional apple to show our support for National Farm to School Month and Food Day 2015. Be sure to "Like" the Facebook page at [Great Lakes Great Apple Crunch](#)^{vii} to stay up to date on the latest

news. Let everyone know you are participating in the Crunch by using the hashtags #GreatAppleCrunch #F2SMonth and #FoodDay2015 on your favorite social media. Questions? E-mail vherald@wisc.edu or your [National Farm to School Network State Lead](#)^{viii}. We are asking participating schools and organizations to sign up this year. Tracking the impact of the Crunch is an important way to share the importance of the work we are all doing to build farm to school.

- 11) Grab & Go Breakfasts - Share Our Strength is conducting a national survey regarding Grab & Go Breakfasts. The following is their request: If you're offering breakfast Grab & Go style, help us learn more about you! Visit [Grab & Go Breakfast National Survey](#)^{ix} and take 5 minutes to participate in the first national Grab & Go Breakfast Survey today. Complete your survey by August 31, 2015, to be entered into a raffle where 30 schools will be randomly selected to win Visa gift cards valued \$10-\$100!
- 12) Administrative Policies #1, #2, and #3 – Following are three links to Administrative Policies for the start of the new school year. The first is for [Meal, Snack, and Milk Reimbursement Rates](#)^x. The second, reminding schools of the [60-Day Claim Deadline](#)^{xi}. And lastly, #3 which reminds schools of the [Requirement to do Breakfast Outreach](#)^{xii} prior to or at the start of the new school year. In addition, MDE encourages this outreach to occur more frequently whenever possible.
- 13) Sample RCCI Second Procedure - Thanks to Tiffany Scriptor-Miller from the Ingham County Youth Center for sharing her sample procedure for handling second meals and second portions as an RCCI that participates in School Nutrition Programs. A copy of her sample procedure is available on the [School Nutrition Programs RCCI webpage](#)^{xiii}.
- 14) Smart Snacks Trackers - In response to popular request, the MDE SNP team has developed Smart Snacks trackers. There are two versions of these optional trackers: one for compliant fundraisers and one for exempt fundraisers. There are also versions of each for either individual schools or entire districts, depending on what works best for your situations. The trackers are available on the MDE Smart Snacks page at [MDE Smart Snacks Web Page](#)^{xiv}. Please note that, while use of the trackers is optional, they do cover all of the information requested during Administrative Reviews of School Nutrition Programs. What can we improve? If you have suggestions for making these trackers more useful, please don't be shy! Direct them to Adrienne Davenport at davenporta1@michigan.gov or 517-241-1762.
- 15) Building Healthy Communities - We invite you to encourage middle schools to apply for the Building Healthy Communities: Engaging Middle Schools through Project Healthy Schools program. All public, charter and nonprofit private middle schools in Michigan are encouraged to apply for the program by September 4, 2015.

Attached you will find the program description and additional application information is available at [Project Healthy Schools](#)^{xv} or by emailing projecthealthyschools@umich.edu. Schools receiving the program will be

notified in September. Building Healthy Communities: Engaging Middle Schools through Project Healthy Schools is an opportunity for middle schools to participate in the program for one year with onsite staff support, while building an environment for long term sustainability. The program goals are for students to:

- Eat more fruits and vegetables
- Choose less sugary food and beverages
- Eat less fast and fatty food
- Be active every day
- Spend less time in front of a screen

Blue Cross Blue Shield of Michigan, Michigan Department of Health and Human Services and the University of Michigan are working together to bring this program to more middle schools across the state.

Lots of important information in this issue. Hope it is helpful and I wish you all a great 2016 school year!!

Howard Leikert, MBA, SMS

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Nourishing Michigan's Future...during school and during the summer! Encourage Michigan's children to Meet Up and Eat Up – and Read Up! Find the Summer Food Service Program site nearest you at [SFSP^{xvi}](#)

Hello School Nutrition Professionals,

My name is Tom Priest, and I am the new Administrative Review Coordinator for SNP. This year, as part of the Administrative Review Training, I will be sharing topics from a monthly calendar that provides guidance for addressing potential areas for Administrative Review findings. While the calendar is still being created, I wanted to be sure to share the information for August. Look for the full calendar next month in the September's Howard's News from MDE.

Following the monthly guidance and verifying compliance (or taking action to meet compliance) will greatly reduce the potential for findings and corrective action during an Administrative Review. Whether your Administrative Review is this year or a year or two down the road, everyone is invited to follow the calendar, take "**Actions**" as needed, and eliminate areas of non-compliance throughout the year. Our August topics are: Signage and Wellness Policy.

Signage

Requirement: The Healthy, Hunger-Free Kids Act requires that the foods or food components that are part of a reimbursable school breakfast and lunch must be identified at or near the beginning of the serving line and prior to the Point-Of-Service. Signage should inform students about the least that will comprise a reimbursable meal as well as all that a student may select.

Actions:

1. Take a look at your Point of Service area and make sure you have the correct signage on display.
2. Replace missing signs or replace outdated signs as needed.

Wellness Policy

Requirement: Is your wellness policy up to date? There are sources available to help create and update wellness policies. For example, the USDA Team Nutrition website has Wellness Policy requirements available in several documents online at [Local School Wellness Policy Requirements](http://www.fns.usda.gov/tn/local-school-wellness-policy-requirements).
<http://www.fns.usda.gov/tn/local-school-wellness-policy-requirements>

Actions:

1. Visit the Team Nutrition webpage and review USDA Wellness Policy requirements.
2. Read over your school wellness policy and compare it to the USDA requirements.
3. Contact school administration if it does not meet requirements and request additions and/or revisions as needed.
4. Also, public notification is a requirement as of the 2010 Healthy Hunger-Free Kids Act. If the policy is updated, be sure to publically distribute the revised version of the Wellness Policy to members of the school community.

I encourage you to review these two areas and take action as needed. Together they make up almost 10% of the findings from Administrative Reviews last year.

End of Document

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- i <https://mdoe.state.mi.us/megsplus/>
 - ii http://www.michigan.gov/mde/0,4615,7-140-43092_50144-194517--,00.html
 - iii [http://www.michigan.gov/documents/mde/FAQs -
RCCIs in MI School Nutrition Programs - 7-2015 495543 7.docx](http://www.michigan.gov/documents/mde/FAQs_-_RCCIs_in_MI_School_Nutrition_Programs_-_7-2015_495543_7.docx)
 - iv <http://michigan.gov/meis>
 - v [http://grants.kidsgardening.org/fall-2015-jamba-juice-its-all-about-fruits-and-veggies-
garden-grant](http://grants.kidsgardening.org/fall-2015-jamba-juice-its-all-about-fruits-and-veggies-garden-grant)
 - vi [http://www.michigan.gov/documents/mde/Smart Snacks in School - MDE QA - 8-
2015 - AD 497196 7.docx](http://www.michigan.gov/documents/mde/Smart_Snacks_in_School_-_MDE_QA_-_8-2015_-_AD_497196_7.docx)
 - vii <http://www.facebook.com/greatlakesgreatapplecrunch>
 - viii <http://www.farmtoschool.org/our-network>
 - ix <https://strength.formstack.com/forms/grabngo2015>
 - x [http://www.michigan.gov/documents/mde/Admin Policy 1 495165 7.pdf](http://www.michigan.gov/documents/mde/Admin_Policy_1_495165_7.pdf)
 - xi [http://www.michigan.gov/documents/mde/Admin Policy 2 495166 7.pdf](http://www.michigan.gov/documents/mde/Admin_Policy_2_495166_7.pdf)
 - xii [http://www.michigan.gov/documents/mde/Admin Policy 3 495793 7.pdf](http://www.michigan.gov/documents/mde/Admin_Policy_3_495793_7.pdf)
 - xiii http://www.michigan.gov/mde/0,4615,7-140-66254_50144-341860--,00.html
 - xiv http://www.michigan.gov/mde/0,4615,7-140-66254_50144-327975--,00.html
 - xv www.projecthealthyschools.org/bhc
 - xvi http://www.michigan.gov/mde/0,4615,7-140-66254_34491---,00.html